

**Project HEAL at KKI: Sample Letter Requesting an IEP Meeting**

Parent/Caregiver Address  
Parent/Caregiver Phone Number  
Date

Name of Principal  
Name of School  
Address of School  
City, State, Zip code

Re: \_\_\_\_\_ (Name of Student); Requesting an IEP Meeting

Dear (Name of Principal):

I am the parent/caregiver of \_\_\_\_\_ (Name of Student), whose date of birth is \_\_\_\_\_. My child attends the \_\_\_\_\_ (grade level) grade at \_\_\_\_\_ (Name of School).

I am requesting that you schedule an Individualized Education Program (IEP) meeting as soon as possible in order to discuss the following:

\_\_\_\_\_.

I am available on the following dates and times:

\_\_\_\_\_  
(Provide several dates and times).

I will attend the IEP meeting with the following person(s) who have knowledge or special expertise regarding my child:

\_\_\_\_\_  
(List the name and affiliation of each person who will be attending the meeting).

Should you have any questions or problems with this request, please contact me at \_\_\_\_\_ (home phone number) or \_\_\_\_\_ (work phone number). The best time to reach me is \_\_\_\_\_ (indicate time of day).

Thank you for your prompt attention to this matter.

Sincerely,

(Name & Signature of Parent/Caregiver)

Cc: Name & Department of Kennedy Krieger Institute staff person(s) working with your child.

**KEEP A COPY OF THE REQUEST FOR YOUR RECORDS.**